

IMPACT ALTERNATIVE LEARNING
TRIPS & VISITS POLICY
ELITE INSPECTION VERSION

Reviewed: April 2026 | Next Review: April 2027

1. INTRODUCTION

This policy sets out how Impact Alternative Learning plans, approves and manages all educational visits.

Trips support curriculum, personal development and engagement but must be delivered safely with robust risk management.

All visits follow a structured approval, planning and review process.

2. STATUTORY FRAMEWORK

Health and Safety at Work Act 1974

Keeping Children Safe in Education 2025

Equality Act 2010

Local Authority Educational Visits Guidance

3. TYPES OF VISITS

Local visits (parks, community venues)

Curriculum-linked day visits

Residential trips

Adventure activities

Vocational/off-site provision

4. ROLES & RESPONSIBILITIES

Principal: overall accountability

Trip Leader: planning and delivery

DSL: safeguarding oversight

Staff: supervision and conduct

Parents: provide accurate information and consent

5. TRIP APPROVAL PROCESS

All trips must be approved before being shared with parents.

Approval timelines:

- Day visits – minimum 2 weeks
- Residential – minimum 6 weeks
- Overseas – minimum 16 weeks

High-risk trips require additional approval.

6. RISK ASSESSMENT

All trips require a written risk assessment.

Reviewed prior to departure.

Includes transport, location, activities and individual needs.

7. SAFEGUARDING

Staff ratios appropriate to risk and cohort.

All staff DBS checked.

Emergency contacts held centrally and on trip.

No unsupervised contact permitted.

8. MEDICAL & CONSENT

Parental consent required.

Medical needs recorded and reviewed.

Medication procedures followed.

9. TRANSPORT & TRAVEL

Safe travel arrangements required.

Vehicle checks completed.

Seatbelts and supervision enforced.

10. EMERGENCY PROCEDURES

Emergency contact list maintained.

Named school contact available.

Clear escalation procedures.

11. MONITORING & REVIEW

Trips evaluated after completion.

Incidents recorded.

Policy reviewed annually.

APPENDIX 1 – TRIP APPROVAL FORM

Trip name:

Date:

Leader:

Risk level:

Approval signatures:

APPENDIX 2 – RISK ASSESSMENT TEMPLATE

Hazards:

Control measures:

Staff ratio:

Emergency procedures:

APPENDIX 3 – EMERGENCY CONTACT LIST

Name	Contact	Medical